

PUBLIC WORKS MANAGER

DEFINITION

Under general direction, plans, organizes, and manages the activities of a work unit in the Public Works Department; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex staff assistance to a Director and/or Assistant Director.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Department Director or Assistant Director. Exercises supervision over subordinate staff. Selects, trains, prepares performance evaluations, and recommends disciplinary actions for subordinate staff.

DISTINGUISHING CHARACTERISTICS

Public Works Manager is responsible for directing operations in the Public Works Department. Reporting to an Assistant Director of Public Works, the Public Works Manager provides professional and technical staff assistance to the Assistant Director. The incumbent exercises independent judgment relating to the performance, coordination and evaluation of staff. This class differs from the Assistant Director of Public Works in that the latter has responsibility for more than one Public Works sections. This is an unclassified position in which the incumbent serves at the will of the Department Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Plans, organizes and manages the activities of a work unit; ensures that all services and activities adhere to approved City policies and procedures.

Participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.

Plans, manages, coordinates, and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.

Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

Supervises staff engaged in the engineering activities for compliance with the provisions

of the Municipal Code, City policies, standards and practices.

Prepares and administers the section budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.

Consults with developers, project representatives and the public on project requirements and processes.

Performs a variety of administrative duties including checking and responding to email and mail; responds to issues and inquiries from contractors, staff, citizens, and service organizations as necessary.

Monitors work and project flow schedules for assigned maintenance section; reassigns maintenance staff as needed to accomplish specialized maintenance projects, handle emergencies, or address other staffing needs.

Inspects Public Works facilities and infrastructures; visits work sites to monitor progress and quality of work performed, provide direction, and assists in resolving problems encountered in the field.

Manages assigned capital improvement projects from inception through completion including reviewing and analyzing plans and specifications for compliance with applicable standards, scheduling construction, attending construction meetings, and performing other project management activities; may oversee related contracts.

Serves as the liaison for assigned section with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.

Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence.

Provides responsible staff assistance to the Assistant Director and/or Director; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to assigned programs, policies, and procedures as appropriate.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in assigned field; incorporates new developments as appropriate.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

May represent the Assistant Director in operational matters.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operations, services, and activities of assigned public works program.

Principles and practices of program development and administration.

Engineering principles and practices relating to the preparation and evaluation of plans, specifications and estimates for public construction.

Materials, methods, practices and equipment used in assigned field.

Methods and techniques of conducting on-site work inspections.

Principles and practices of contract administration.

Principles and practices of construction project management and property management.

Operational characteristics of a variety of maintenance and repair equipment and tools.

Occupational hazards and standard safety practices.

Consultant selection, contract negotiation, and management of consultant contracts.

Principles of supervision, training, and performance evaluation.

Principles and practices of budget preparation and administration.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state, and local laws, codes, and regulations.

Skills to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Oversee and participate in the management of assigned public works section.

Oversee, direct, and coordinate the work of lower level staff.

Select, supervise, train, and evaluate staff.

Participate in the development and administration of division goals, objectives, and procedures.

Prepare and administer program budgets.

Read and interpret complex plans and specifications.

Exercise initiative and mature judgment in a variety of complex situations.

Evaluate work methods and in devise solutions to construction and maintenance problems.

Prepare clear, concise, and comprehensive reports, records, correspondence and other written materials.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State, and local policies, laws, and regulations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree in engineering, construction, public administration, or a closely related field;

AND

Four years of experience supervising technical engineering, transportation, construction management, property management, building maintenance, facilities management or street operations activities. Additional qualifying experience may be substituted for the education on a year-for-year basis, up to a maximum of two years. For the assignment within Construction Management, additional qualifying experience may be substituted for the education on a year-for-year basis, up to four years.

Special Requirements:

Possession of a valid California Driver's License may be required at time of appointment.

Registration as a professional engineer by the State of California at time of appointment may be required depending upon assignment.

Recruitment may be limited to a specific area of expertise as required by operational needs. Areas of expertise include, but are not limited to those listed below:

1. Engineering Services - plan check, G.I.S. mapping, special district administration, and right of way and property appraisal and acquisition
2. Engineering Design - in house capital project design, specification preparation and project bidding and award
3. Transportation - preparing planning studies and grants, traffic operations and field studies
4. Project Management - capital project management and consultant selection and management
5. Project Inspection and Survey - capital project, subdivision project, street work and utility permit project inspection and surveying
6. Street Operations - concrete repair, paving and slurry seal projects, paint and sign installation, replacement and maintenance, and traffic signal and streetlight installation, replacement and maintenance
7. Facilities Maintenance - property management, furniture management, security,

custodial, maintenance, repair, and improvement services to City facilities

Some positions, based on assignment, may require one or more licenses or certifications related to the specific technical discipline as mandated by a national, state or locally recognized agency.

APPROVED: Signature on File
Director of Personnel Services

DATE: 06/07/16

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